

LOAN PERIODS AND LOAN LIMITS

CIR-2

Approved: 8/13/2007

Loan periods and loan limits support the library's goals of equitable and timely provision of its resources to the greatest number of patrons. A loan period is the amount of time an item may be borrowed from the library. A loan limit is the number of items an individual borrower may have charged to his/her account at one time.

Loan periods

All books and audio books except Best Sellers will be loaned for three (3) weeks.

All videos (VHS or DVD) will be loaned for seven (7) days.

All magazines except the current issue will be loaned for seven (7) days.

All Best sellers will be loaned for fourteen (14) days.

All items except Best Sellers may be renewed once for an additional three (3) weeks.

Loan limits

There will be a limit of twenty (20) items allowed to be charged out to a patron card at any one time, excluding interlibrary loans. A limit of forty (40) items may be charged on a Non-Resident Family Card.

A limit of 50% of the library's collection on any one subject, not to exceed twenty (20) books, may be charged out to a patron card at any one time.

Exceptions

At the staff's discretion, loan periods may be extended due to unusual circumstances such as illness or vacation beyond the usual due date.